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## **DoD Civilian Acquisition Workforce Personnel Demonstration Project**

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**CCAS - Supervisor/Pay Pool Panel Training**

**Jerry Lee , ASC/SAIC  
Jael Latham, ASC/SAIC**

- Broadbanding
- CCAS
  - Eligibility for Compensation
  - Normal Pay Range – Rail Position
  - Expected Level of Contribution
  - Determining Scores
  - Supervisor Responsibilities
  - Pay Pool Panel Manager Responsibilities
  - Delta OCS and Delta Salary
  - Compensation from the Pay Pool
  - Compensation Decisions
    - Discretionary Set-Asides
    - Override
- Contribution-based Action and Grievance Process

# Broadbandin g

# Broadbanding

## Business Management and Technical Management Professional (NH)

I	II	III	IV
GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 11 Step 10	GS 12 Step 1 - GS 13 Step 10	GS 14 Step 1 - GS 15 Step 10

## Technical Management Support (NJ)

I	II	III	IV
GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 8 Step 10	GS 9 Step 1 - GS 11 Step 10	GS 12 Step 1 - GS 13 Step 10

## Administrative Support (NK)

I	II	III
GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 7 Step 10	GS 8 Step 1 - GS 10 Step 10

# Broadbanding

	Business Management and Technical Management Professional (NH)			
	I	II	III	IV
	GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 11 Step 10	GS 12 Step 1 - GS 13 Step 10	GS 14 Step 1 - GS 15 Step 10
Base Salary	\$14,757 - \$26,415	\$22,737 - \$54,185	\$49,959 - \$77,229	\$70,205 - \$107,357
with Locality	\$16,451 - \$29,447	\$25,347 - \$60,405	\$55,694 - \$86,095	\$78,265 - \$119,682

	Technical Management Support (NJ)			
	I	II	III	IV
	GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 8 Step 10	GS 9 Step 1 - GS 11 Step 10	GS 12 Step 1 - GS 13 Step 10
Base Salary	\$14,757 - \$26,415	\$22,737 - \$40,551	\$34,451 - \$54,185	\$49,959 - \$77,229
with Locality	\$16,451 - \$29,447	\$25,347 - \$45,206	\$38,406 - \$60,405	\$55,694 - \$86,095

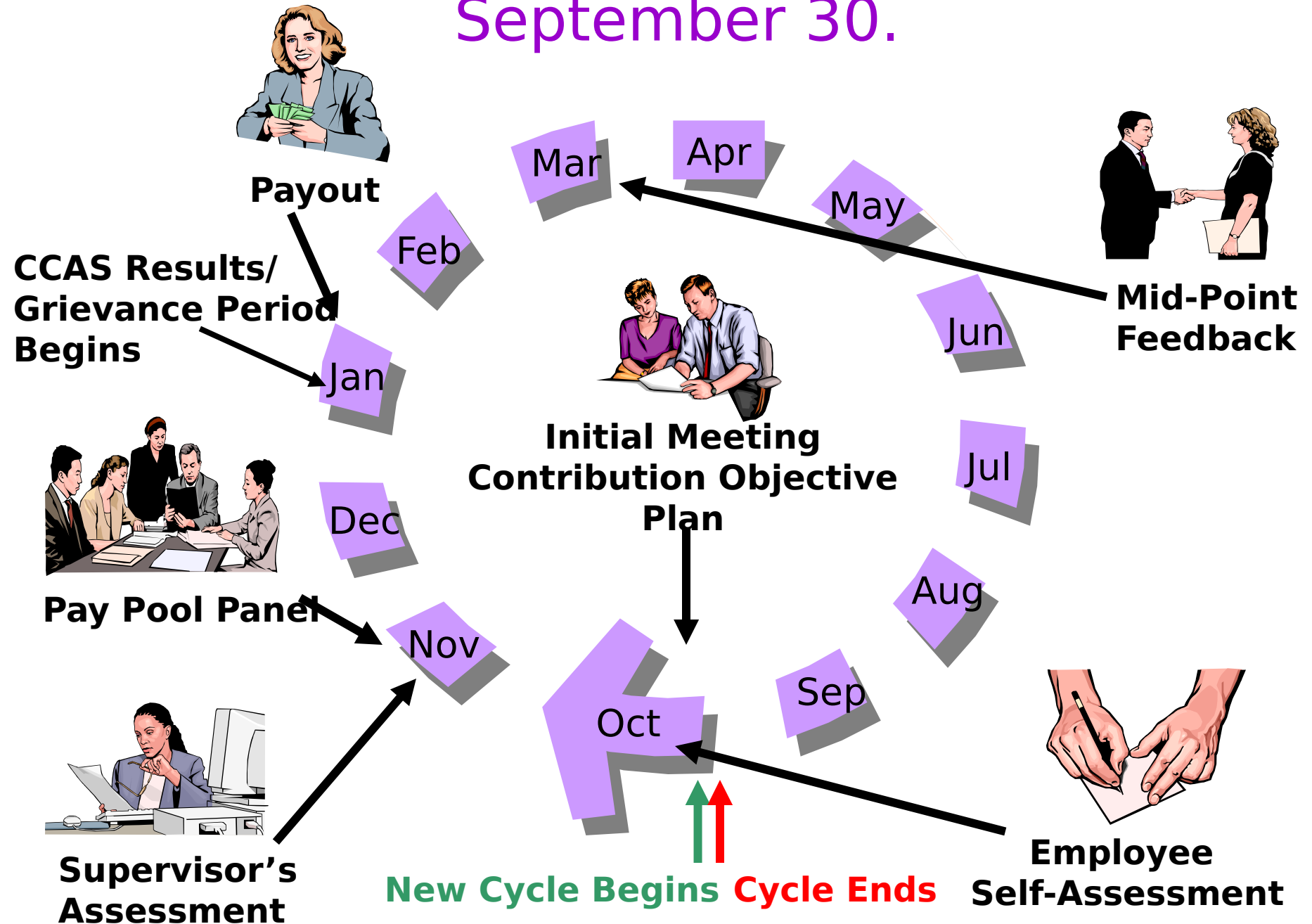
	Administrative Support (NK)		
	I	II	III
	GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 7 Step 10	GS 8 Step 1 - GS 10 Step 10
Base Salary	\$14,757 - \$26,415	\$22,737 - \$36,615	\$31,191 - \$49,324
with Locality	\$16,451 - \$29,447	\$25,347 - \$40,818	\$34,772 - \$54,986
* 2002 GS Salary Table for Wash - Balt, DC, MD, VA			

# **Contribution-Based Compensation and Appraisal System (CCAS)**

# CCAS Funding Levels

GS/Title 5	AcqDemo - CCAS
- Locality Pay	- Locality Pay
- General Schedule Increase	- General Pay Increase
- Within-Grade Increases (WGI)	- Contribution Rating Increase (CRI) (i.e., base pay increase) -- minimum 2.4% 1st year -- minimum 2.0% subsequent years
- Quality-Step Increases (QSI)	
- Promotions (equivalent to within broadband levels)	
- Promotions (equivalent to higher broadband levels)	- Promotions (higher broadband level)
- Performance Awards	- Contribution Awards -- minimum 1.3% 1st year -- minimum 1.0% subsequent years

# The CCAS Cycle is October 1 - September 30.





# How Are You Evaluated Under CCAS?

- All AcqDemo employees are rated based on the same six factors (no modification):
    - Problem Solving 60
    - Teamwork/Cooperation 60
    - Customer Relations 58
    - Leadership/Supervision 56
    - Communications 50
    - Resource Management 50
- $334 / 6 = 55.66 \rightarrow 56$
- A score is given for each FACTOR, then divided by 6 to yield the OCS (Overall Contribution Score)

# Career Path: Business Management / Technical Management Professional (NH)

## Factor: Leadership / Supervision

LEVEL DESCRIPTORS	DISCRIMINATORS
<p>Level I</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Takes initiative in accomplishing assigned tasks.</li> <li><input type="checkbox"/> Provides inputs to others in own technical/functional area.</li> <li><input type="checkbox"/> Seeks and takes advantage of developmental opportunities.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Leadership Role</li> <li><input type="checkbox"/> Breadth of Influence</li> <li><input type="checkbox"/> Mentoring/Employee Development</li> </ul>
<p>Level II</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems.</li> <li><input type="checkbox"/> Proactively guides, coordinates, and consults with others to accomplish projects.</li> <li><input type="checkbox"/> Identifies and pursues individual/team development opportunities.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Leadership Role</li> <li><input type="checkbox"/> Breadth of Influence</li> <li><input type="checkbox"/> Mentoring/Employee Development</li> </ul>
<p>Level III</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance.</li> <li><input type="checkbox"/> Defines, organizes, and assigns activities to accomplish projects/programs goals. Guides, motivates, and oversees the activities of individuals and teams with focus on projects/programs issues.</li> <li><input type="checkbox"/> Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Leadership Role</li> <li><input type="checkbox"/> Breadth of Influence</li> <li><input type="checkbox"/> Mentoring/Employee Development</li> </ul>
<p>Level IV</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues.</li> <li><input type="checkbox"/> Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success.</li> <li><input type="checkbox"/> Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Leadership Role</li> <li><input type="checkbox"/> Breadth of Influence</li> <li><input type="checkbox"/> Mentoring/Employee Development</li> </ul>

# Three Career Paths with Broadband Levels

## Business Management and Technical Management Professional (NH)

I	II	III	IV
GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 11 Step 10	GS 12 Step 1 - GS 13 Step 10	GS 14 Step 1 - GS 15 Step 10

## Technical Management Support (NJ)

I	II	III	IV
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## Administrative Support (NK)

I	II	III
GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 7 Step 10	GS 8 Step 1 - GS 10 Step 10

# Point Ranges Associated With Each Career Path and Broadband

Categorical Rating by Broadband Level		NH (Business Management /Technical Professionals) Point Range	Categorical Rating by Broadband Level		NJ (Technical Support) Point Range	Categorical Rating by Broadband Level		NK (Administrative Support) Point Range
I	Low	0-5	I	Low	0-5	I	Low	0-5
	Med	6-23		Med	6-23		Med	6-23
	High	24-29		High	24-29		High	24-29
II	Low	22-29	II	Low	22-29	II	Low	22-29
	ML	30-40		ML	30-35		ML	
	Med	41-50		Med	36-40		Med	30-41
	MH	51-61		MH	41-46		MH	
	High	62-66		High	47-51		High	42-46
III	Low	61-66	III	Low	43-51	III	Low	38-46
	Med	67-78		Med	52-61		Med	47-56
	High	79-83		High	62-66		High	57-61
IV	Low	79-83	IV	Low	61-66			
	Med	84-95		Med	67-78			
	High	96-100		High	79-83			
	Very High	115		Very High	95		Very High	70

# Five Basic CCAS Concepts

- Eligibility for Compensation
- Normal Pay Range – Rail Position
- Expected Level of Contribution
  - CCAS Process
  - Scoring Techniques
- Delta OCS and Delta Salary
- Compensation from the Pay Pool

## Eligibility for Compensation

- An individual's eligibility for a CCAS compensation is dependent on three conditions:
  - Presumptive Status
  - Retained Pay (or Pay Retention)
  - CCAS Rating (Rail Position)

# Presumptive Statuses

- **Presumptive Status 0** - Employee must have **at least 90 days in AcqDemo to be eligible for a rating**;
- **Presumptive Status 1** - If in the AcqDemo less than 90 days on September 30, end of the rating period, then not eligible for CCAS distribution (but will receive full “G”);
- If you were away from your normal duties for an extended period of time, (i.e., temporary promotion outside the parent organization or outside the demo, long-term full-time training, call to active duty, extended sick leave, leave without pay, etc.), then the rating official has two options:
  - **Presumptive Status 2** - Presumes that you would have contributed consistently with your expected level and will be given a expected rating;
  - **Presumptive Status 3** - Re-certifies your last contribution appraisal.

# Eligibility for Compensation

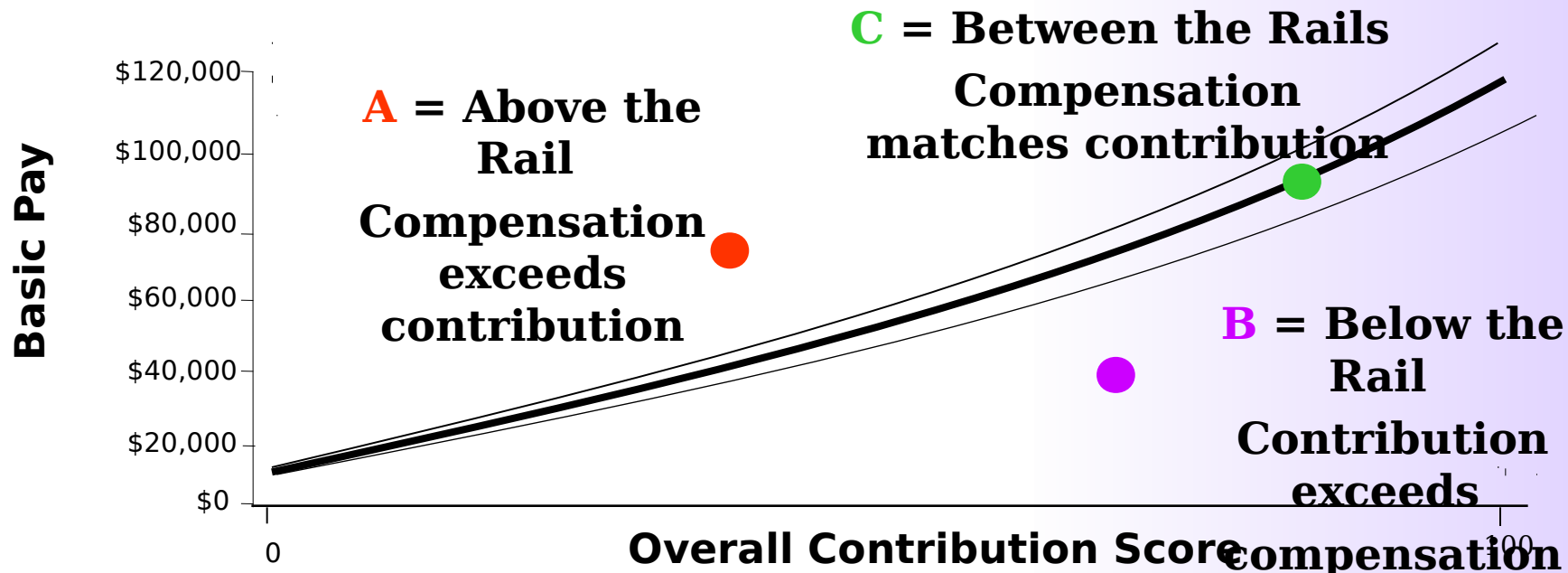
- **Retained Pay** – employee's base pay exceeds that of the maximum pay for a broadband and career path
- Employees on retained pay are:
  - Not eligible for any salary increases
  - Will to receive 50% of general pay increase based upon the maximum salary for his/her broadband.
  - Eligible to receive only the CA based on Overall Contribution Score (OCS).



# Five Basic CCAS Concepts

- Eligibility for Compensation
- Normal Pay Range – Rail Position

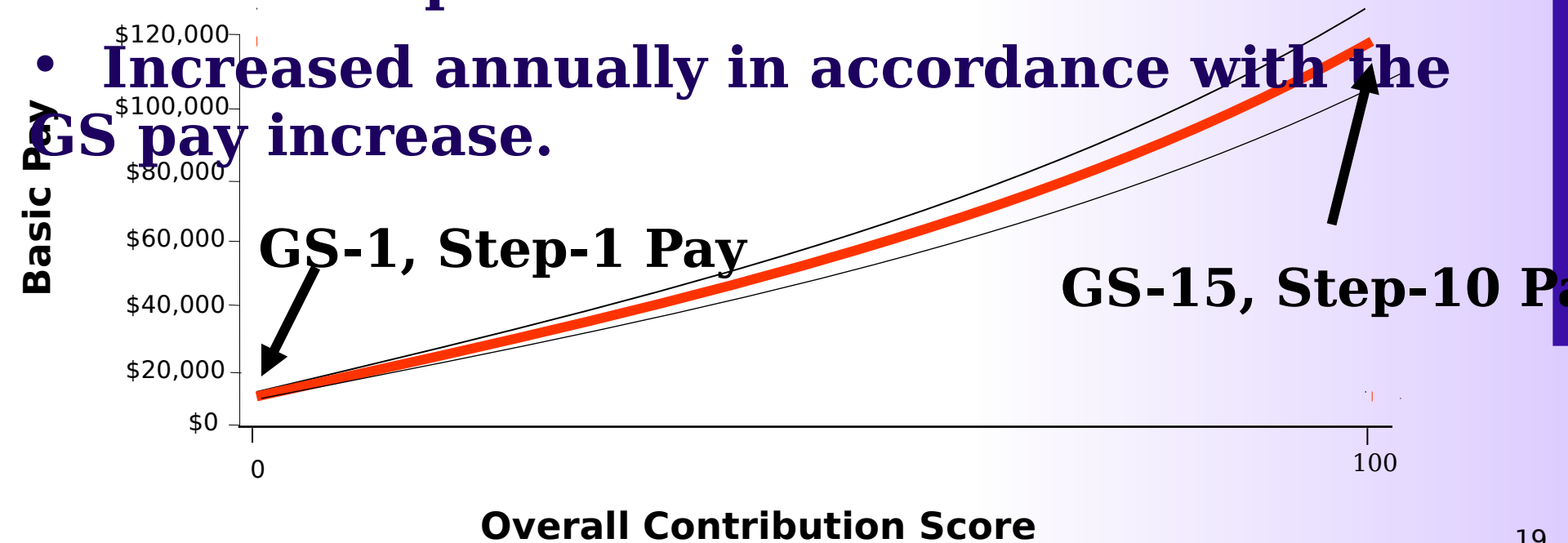
# Normal Pay Range - Rail Position



Rail Positions	General Pay Increase	Contribution Rating Increase (Salary Increase)	Contribution Award	Locality
Inappropriately Compensated - <b>A</b> (Above the Upper Rail)	Can be reduced or denied	No	No	Yes
Appropriately Compensated - <b>C</b> (Between the Rails)	Yes	Yes, up to 6%	Yes	Yes
Inappropriately Compensated - <b>B</b> (Below the Lower Rail)	Yes	Yes, up to 20%	Yes	Yes

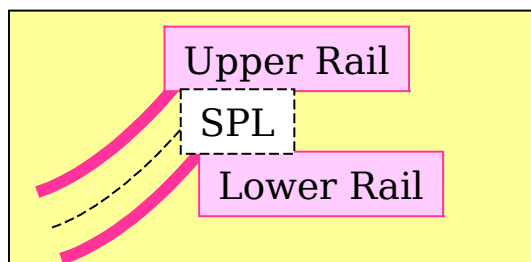
## Standard Pay Line (SPL)

- Relationship between contribution (OCS) and salary.
- Tracks from the lowest pay, GS-1 Step 1, to the highest pay, GS-15 Step 10.
- Increased annually in accordance with the GS pay increase.



# Normal Pay Range and Standard Pay Line Chart

GS 1 Step 1 = \$14,757  
 $\$14,757 \times 1.0200427 = \$15,053$   
 $\$15,053 \times 1.0200427 = \$15,354$   
 etc.



Normal Pay Range and Standard Pay Line for 2002 (Based on 3.6% Increase)			
OCS	SPL	*0.92 Lower Rail	*1.08 Upper Rail
0	14757	13576	15938
1	15053	13849	16257
2	15354	14126	16583
3	15662	14409	16915
39	31997	29438	34557
40	32639	30028	35250
41	33293	30629	35956
42	33960	31243	36677
43	34641	31869	37412
44	35335	32508	38162
45	36043	33160	38927
46	36766	33824	39707
47	37503	34502	40503
48	38254	35194	41315
49	39021	35899	42143
50	39803	36619	42987
98	103180	94926	111435
99	105248	96828	113668
100	107358	98769	115946

For complete SPL Chart  
 Go to <http://dacm.rdaisa.army.mil>

## Five Basic CCAS Concepts

- Eligibility for Compensation
- Normal Pay Range – Rail Position
- Expected Level of Contribution

# Expected Level of Contribution Base Salary is **\$35,035**

Normal Pay Range and Standard Pay Line for 2002  
(Based on 3.6% Increase)

	OCS	SPL	*0.92 Lower Rail	*1.08 Upper Rail
	0	14757	13576	15938
	1	15053	13849	16257
	2	15354	14126	16583
	3	15662	14409	16915
	39	31997	29438	34557
	40	32639	30028	35250
	41	33293	30629	35956
	42	33960	31243	36677
	43	34641	31869	37412
	44	35335	32508	38162
	45	36043	33160	38927
	46	36766	33824	39707
	47	37503	34502	40503
	48	38254	35194	41315
	49	39021	35899	42143
				42987
	98	103180	94926	111435
	99	105248	96828	113668
	100	107358	98769	115946

Find the closest dollar amount in the SPL column to the employee's base salary

**Expected Level of Contribution is 44**

OCS 43  
\$35,035  
-\$34,644  
\$ 391

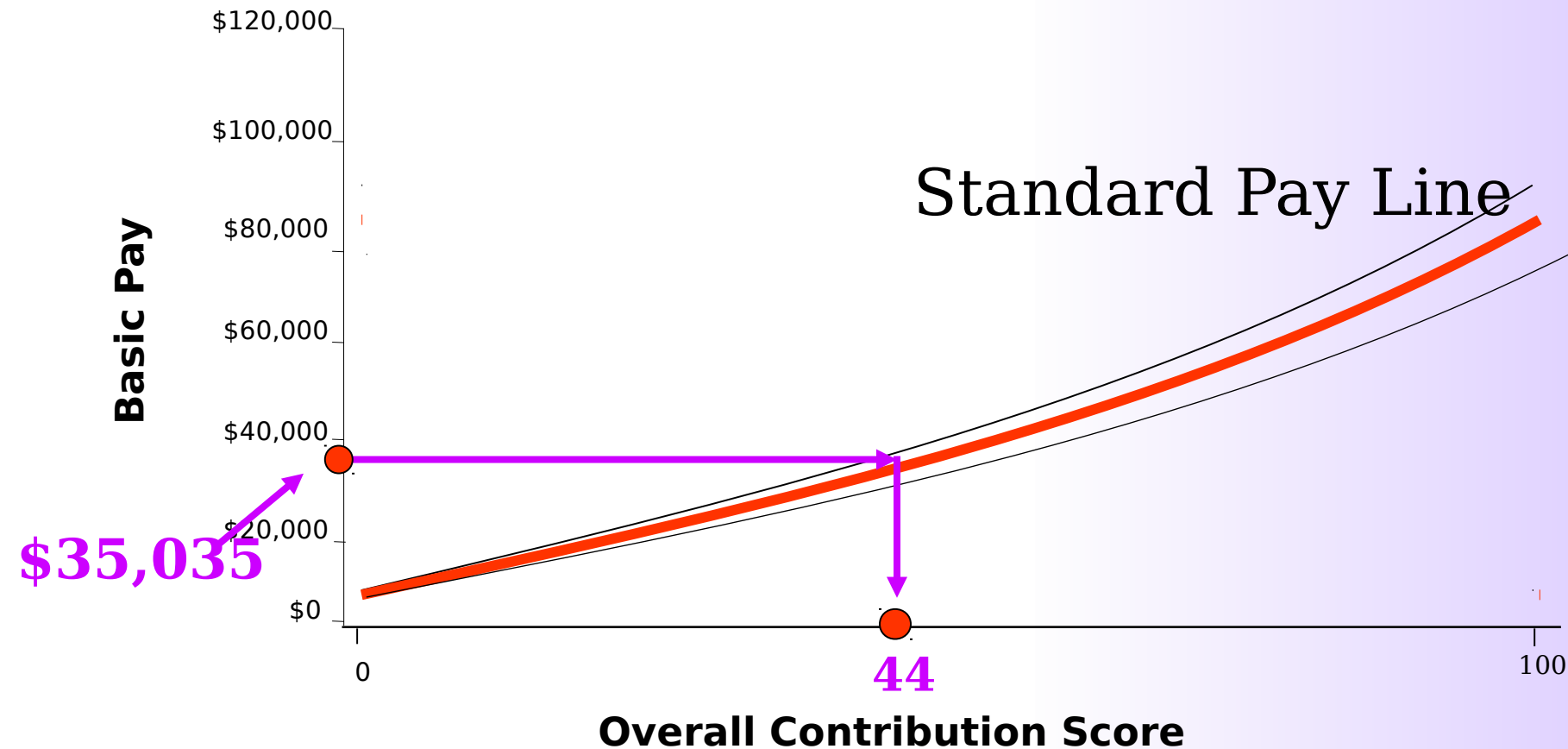
OCS 44  
\$35,335  
-\$35,035  
\$ 300

The NPR and SPL Table is updated annually upon the effective date of the General Schedule Pay Tables.

For the current Table, go to or click on  
<http://asc.rdaisa.army.mil/>

Click on Career

# Expected Level of Contribution



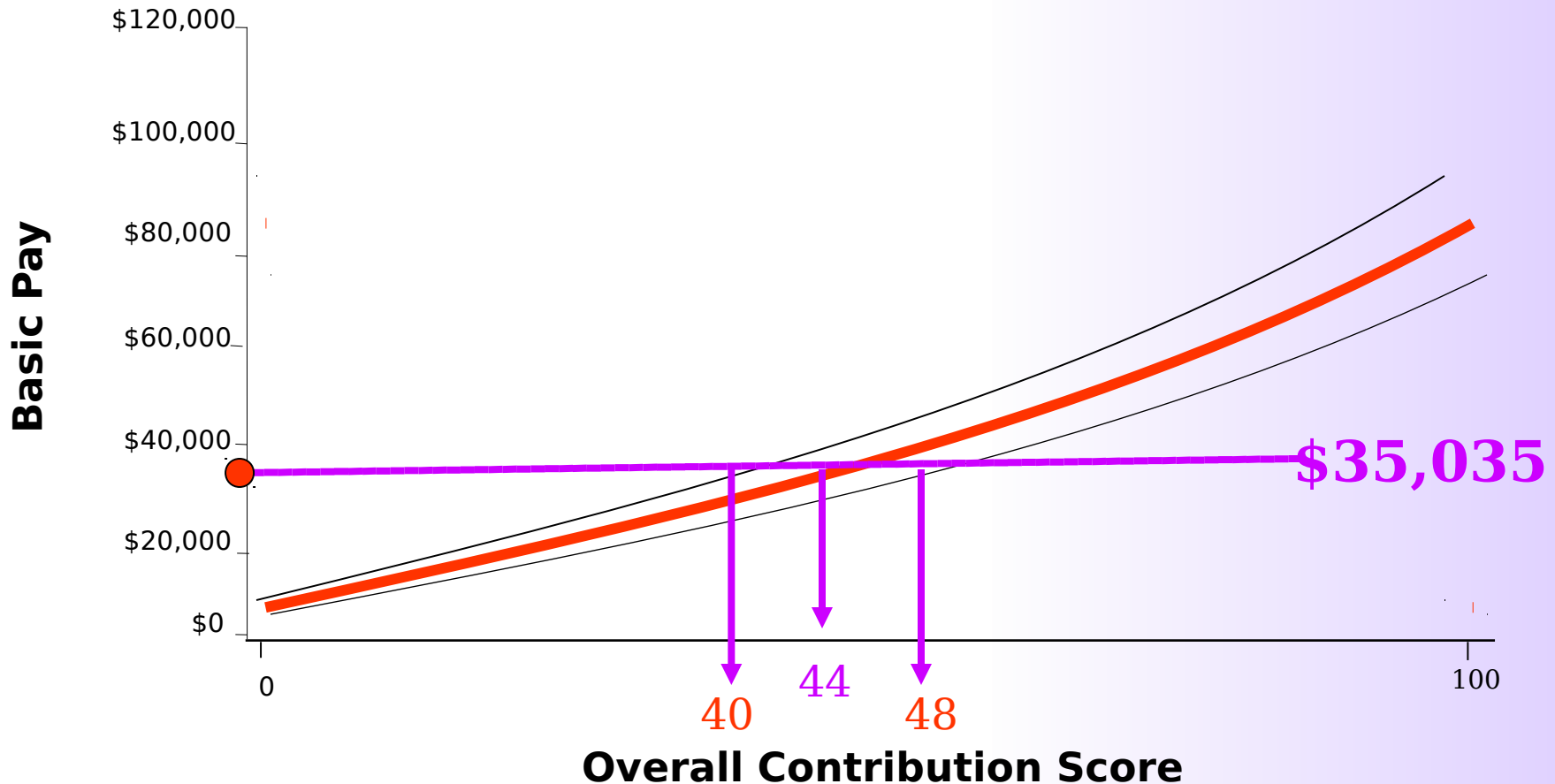
Base Pay of 35,035 = Expected OCS score

**Contribution Level**



# What is the approximate OCS range to remain within the region where compensation matches

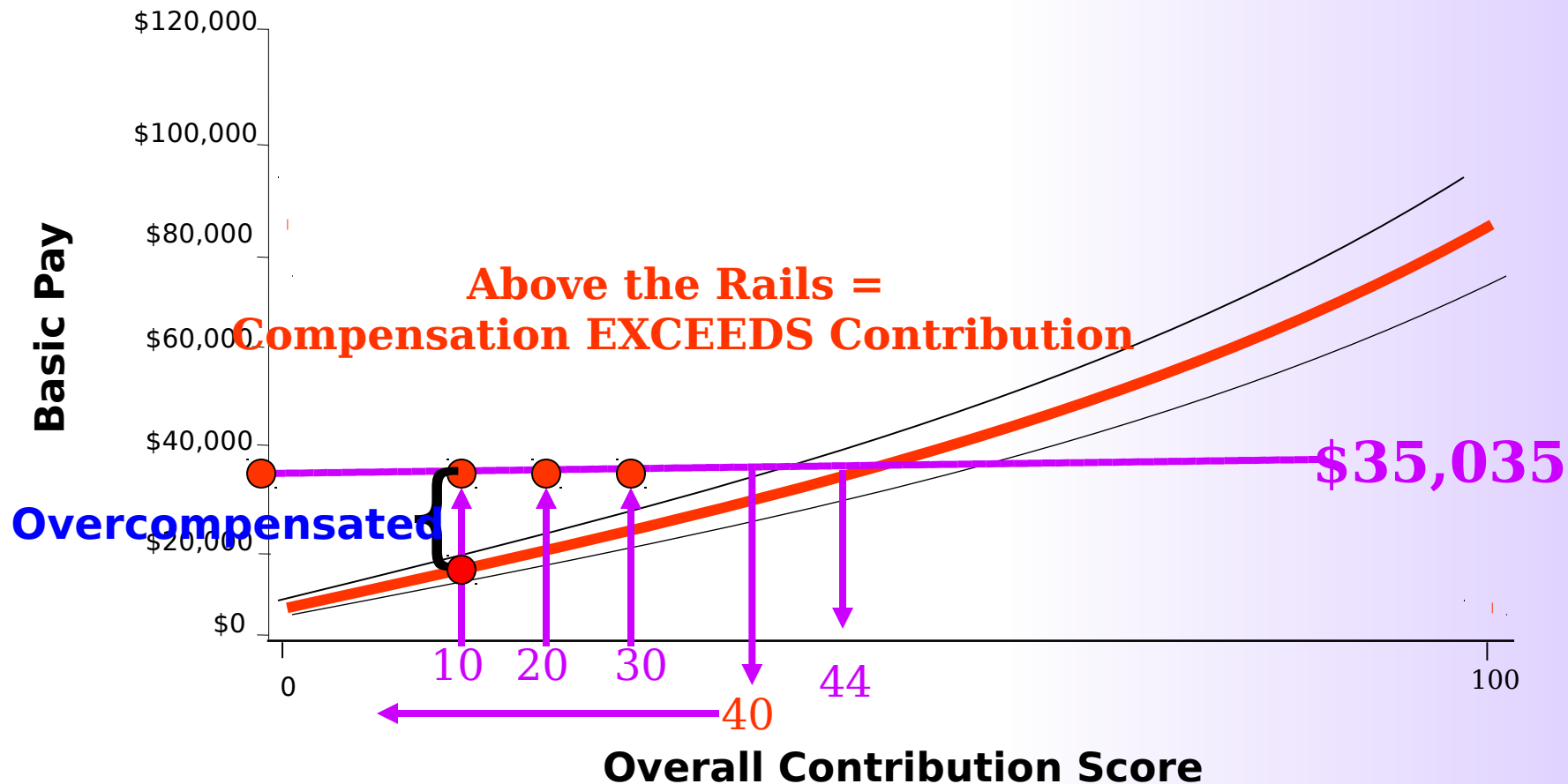
## Demo Distribution?



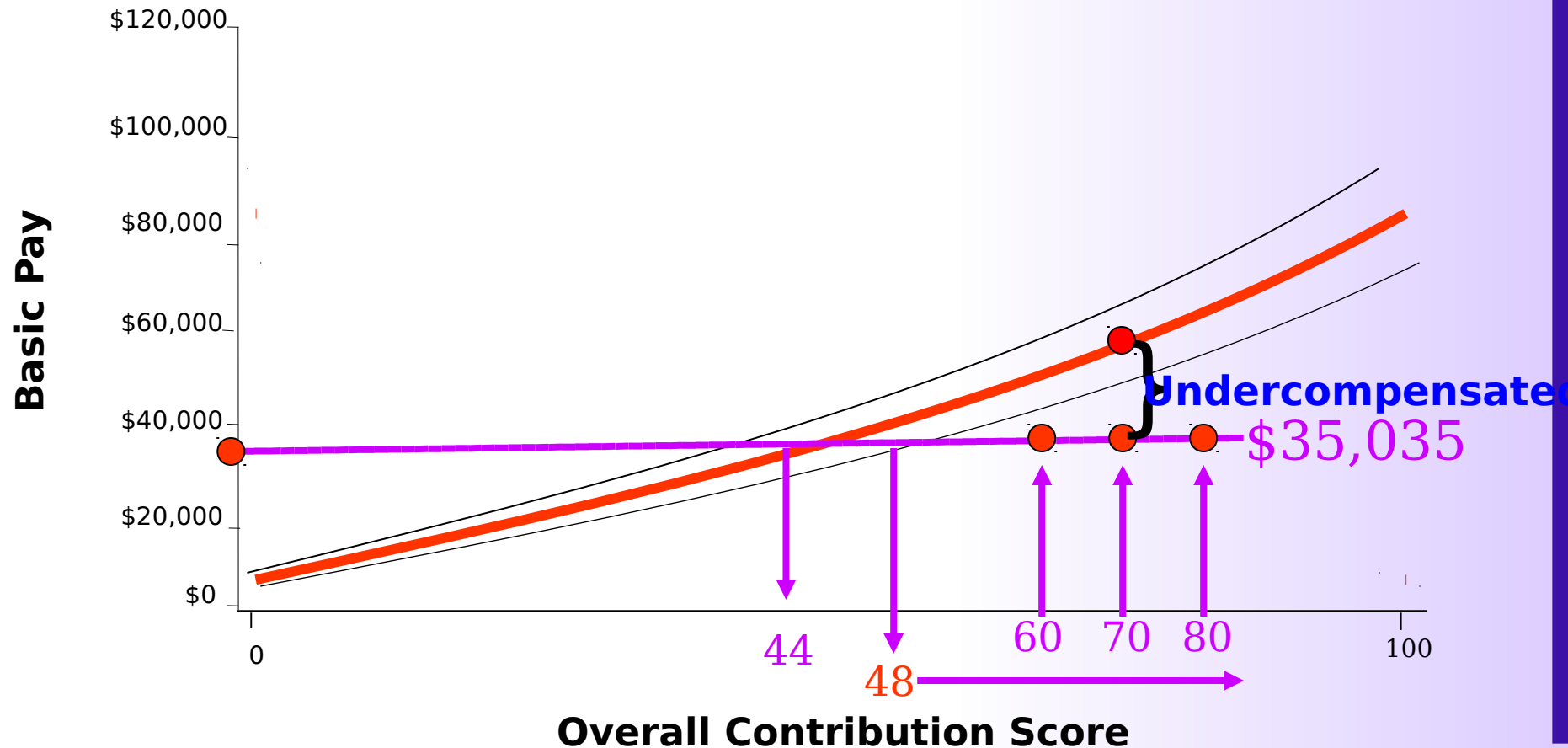
**Your Contribution will match your compensation if you receive an OCS score between 40 and**



# An OCS less than 40...



# An OCS greater than 48...



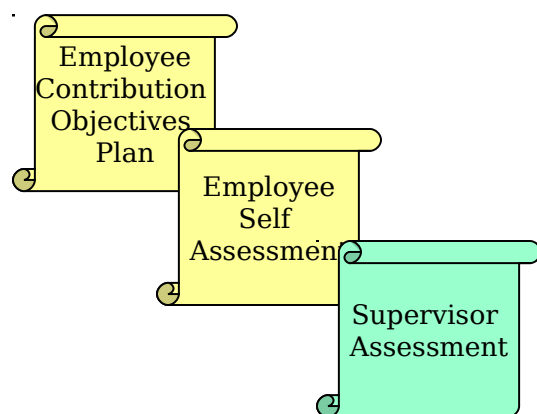
**Below the Rails =  
Contribution EXCEEDS Compensation**

## Five Basic CCAS Concepts

- Eligibility for Compensation
- Normal Pay Range – Rail Position
- Expected Level of Contribution
  - CCAS Process

# AcqDemo CCAS Process

## Appraisal



## Standard - Factors

- Problem Solving
- Teamwork/Cooperation
- Customer Relations
- Leadership/Supervision
- Communication
- Resource Management

Factor	Leadership / Supervision Descriptors	Leadership / Supervision Discriminators
Level I	<input type="checkbox"/> Takes initiative in accomplishing assigned tasks. <input type="checkbox"/> Provides inputs to others in own technical/functional area. <input type="checkbox"/> Provides inputs to others in own technical/functional area.	<input type="checkbox"/> Leadership Role <input type="checkbox"/> Breadth of Influence <input type="checkbox"/> Mentoring/Employee Development
Level II	<input type="checkbox"/> Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. <input type="checkbox"/> Proactively guides, coordinates, and consults with others to accomplish projects. <input type="checkbox"/> Identifies and pursues individual/team development opportunities.	<input type="checkbox"/> Leadership Role <input type="checkbox"/> Breadth of Influence <input type="checkbox"/> Mentoring/Employee Development
Level III	<input type="checkbox"/> Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. <input type="checkbox"/> Defines, organizes, and assigns activities to accomplish projects/programs goals. Guides, motivates, and oversees the activities of individuals and teams with focus on projects/programs issues. <input type="checkbox"/> Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.	<input type="checkbox"/> Leadership Role <input type="checkbox"/> Breadth of Influence <input type="checkbox"/> Mentoring/Employee Development
Level IV	<input type="checkbox"/> Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. <input type="checkbox"/> Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. <input type="checkbox"/> Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.	<input type="checkbox"/> Leadership Role <input type="checkbox"/> Breadth of Influence <input type="checkbox"/> Mentoring/Employee Development

# AcqDemo CCAS Process

## Score Each Factor

- Problem Solving **60**
  - Teamwork/Cooperation **60**
  - Customer Relations **58**
  - Leadership/Supervision **56**
  - Communication **50**
  - Resource Management **50**
- 334**

## Overall Contribution Score

$$334 / 6 = 55.66 \rightarrow 56$$

Factor	Leadership / Supervision Descriptors	Leadership / Supervision Discriminators	Categorical Rating by Broadband Level		NH (Business Management / Technical Professional) Point Range
Level I	<input type="checkbox"/> Takes initiative in accomplishing assigned tasks. <input type="checkbox"/> Provides inputs to others in own technical/functional area. <input type="checkbox"/> Provides inputs to others in own technical/functional area.	<input type="checkbox"/> Leadership Role <input type="checkbox"/> Breadth of Influence <input type="checkbox"/> Mentoring/Employee Development	I	Low	0-5
				Med	6-23
				High	24-29
Level II	<input type="checkbox"/> Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. <input type="checkbox"/> Proactively guides, coordinates, and consults with others to accomplish projects. <input type="checkbox"/> Identifies and pursues individual/team development opportunities.	<input type="checkbox"/> Leadership Role <input type="checkbox"/> Breadth of Influence <input type="checkbox"/> Mentoring/Employee Development	II	Low	22-29
				ML	30-40
				Med	41-50
				MH	51-61
				High	62-66
Level III	<input type="checkbox"/> Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. <input type="checkbox"/> Defines, organizes, and assigns activities to accomplish projects/programs goals. Guides, motivates, and oversees the activities of individuals and teams with focus on projects/programs issues. <input type="checkbox"/> Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.	<input type="checkbox"/> Leadership Role <input type="checkbox"/> Breadth of Influence <input type="checkbox"/> Mentoring/Employee Development	III	Low	61-66
				Med	67-78
				High	79-83
Level IV	<input type="checkbox"/> Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. <input type="checkbox"/> Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. <input type="checkbox"/> Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.	<input type="checkbox"/> Leadership Role <input type="checkbox"/> Breadth of Influence <input type="checkbox"/> Mentoring/Employee Development	IV	Low	79-83
				Med	84-95
				High	96-100
				Very High	115

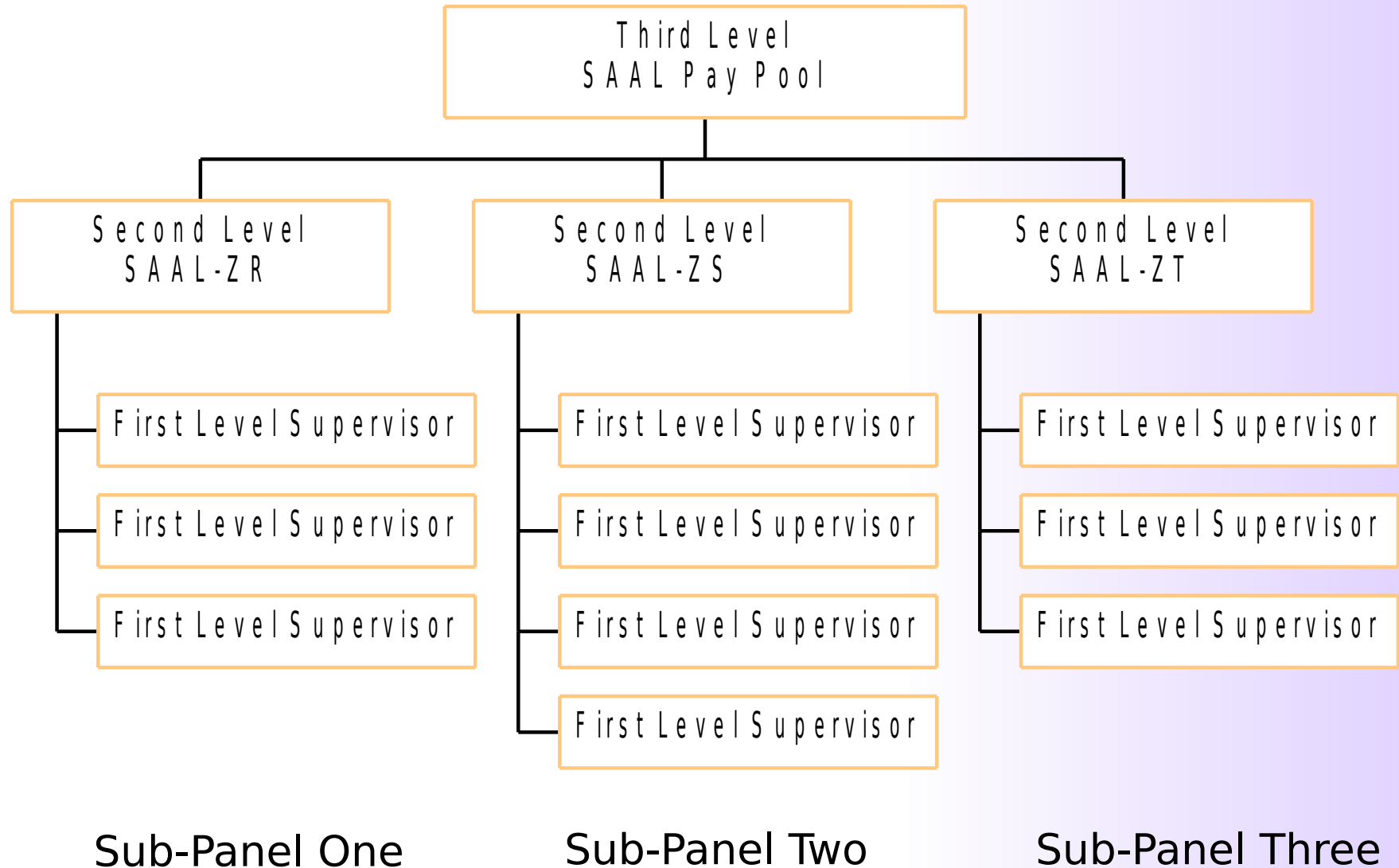
## Five Basic CCAS Concepts

- Eligibility for Compensation
- Normal Pay Range – Rail Position
- Expected Level of Contribution
  - CCAS Process
  - Scoring Techniques

# Scoring Techniques

- All Supervisors have to:
  - Understand and record employees' contributions for each factor (on Part II Supervisor Assessment)
  - Know what is the expected level of contribution for each employee (categorical and numerical levels)
  - Understand whether or not the employee diverges from the expected level in any factor
  - Establish categorical scores for each factor (e.g., 2 Medium High)
  - Establish relative order in each factor (if supervisor has multiple employees)

# Example Pay Pool Structure





# Scoring Techniques

- Benjamin is an NH-II making \$35,035 per year. He has an expected contribution level of 2M and an expected OCS of 44.
- Benjamin is supervised by Nora.
- Nora assessed Benjamin's contribution with the following

Problem Solving	Teamwork / Cooperation	Customer relations	Leadership / Supervision	Communications	Resource Management
2MH	2MH	2MH	2MH	2M	2M

# Scoring Techniques

- The next higher supervisor level (sub-panel or Pay Pool Panel) should:
  - Consolidate categorical and numerical factor scores from all lower level supervisors
  - Establish new relative order for each factor across the employee group making appropriate adjustments
  - Understand expected numerical score for each employee
  - Establish numerical scores for each factor for each employee
  - Determine Overall Contribution Score for each employee
  - Understand and validate the result of the OCS (i.e., above the upper rail or below the lower rail)

# Scoring Techniques - Sub-Panel Level

- Benjamin is assigned numerical scores at the sub-panel level

Level II	Problem Solving	Teamwork / Cooperation	Customer relations	Leadership / Supervision	Communications	Resource Management
2L	2MH	2MH	2MH	2MH	2M	2M
2ML						
2M					50	50
2MH	60	60	58	56		
2H						

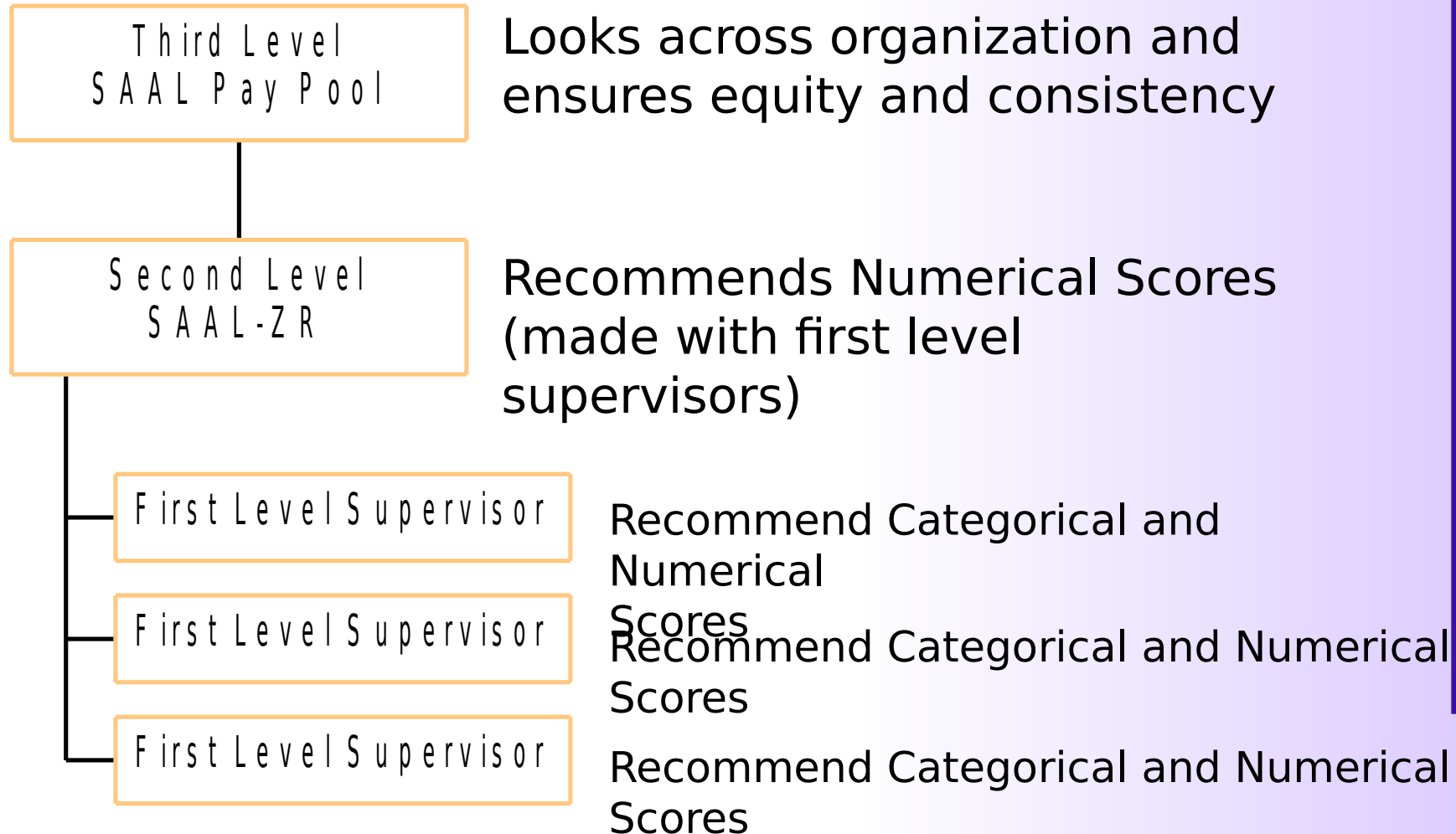
- Benjamin's expected contribution level is 44
- $( 60 + 60 + 58 + 56 + 50 + 50 ) : 6 = 56$
- Benjamin's Overall Contribution Score is  $\bar{56}$

# Scoring Techniques

## Establishing Equity and Consistency

- Pay Pool Panel / Manager responsibilities:
  - Look across entire pay pool
  - Identify benchmarks (i.e., top contributors) in each factor/OCS
  - Validate relative order across the pay pool in each factor/OCS
    - Are all the 2MHs grouped together and numerical scores appropriate?
  - Make any necessary adjustments (communicate with rating official before adjusting scores)
  - Validate pay pool region distribution (above, between, below the rails)
    - Is this a true representation of the pool
    - Understand message being sent to the employees
  - Make final adjustments and approve scores then compensation

# Scoring Techniques



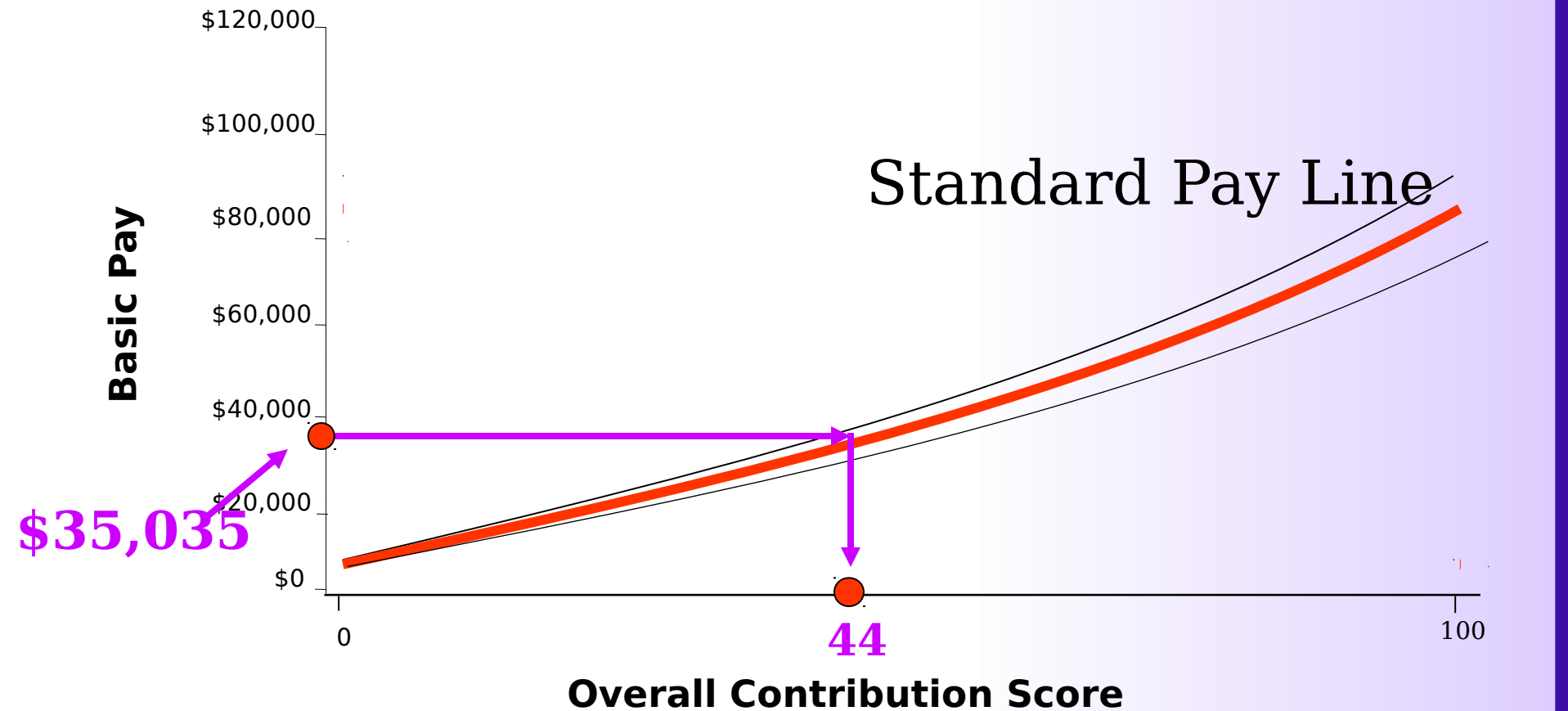
# Five Basic CCAS Concepts

- Eligibility for Compensation
- Normal Pay Range – Rail Position
- Expected Level of Contribution
  - CCAS Process
  - Scoring Techniques
- Delta OCS and Delta Salary

# Delta OCS and Delta Salary

- Delta OCS =  
The difference between my expected score, which is based on my salary, and the OCS score that is finalized by the pay pool panel.
- Delta Salary =  
The difference between my current base salary and what my salary should be based on my overall contribution score (OCS).

# Expected Level of Contribution

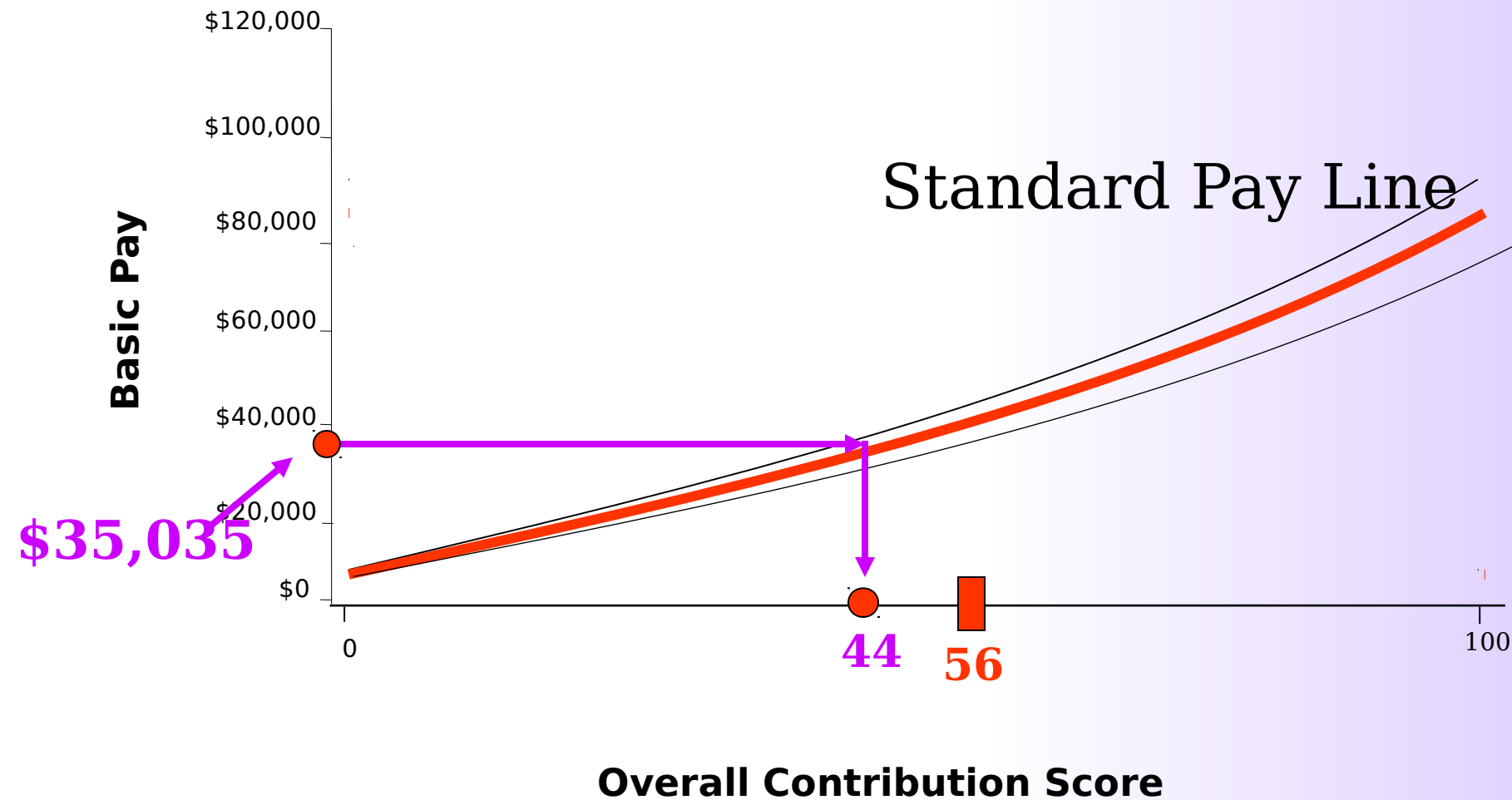


Base Pay of \$35,035 = Expected OCS score

**Contribution Level**



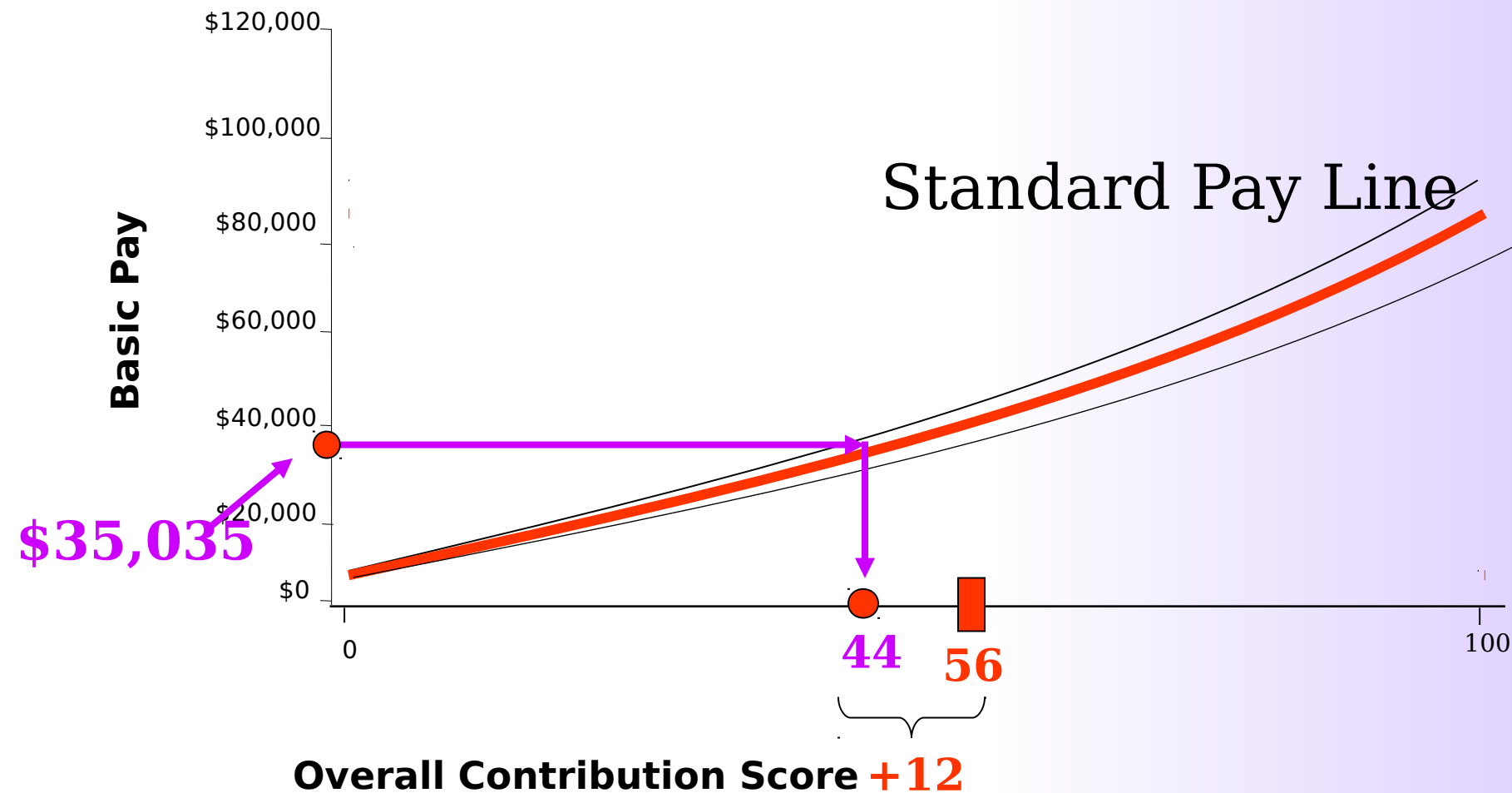
# Pay Pool Panel Approves an OCS score of 56





OCS Score **56** - Expected Score **44** = Delta

OCS **+12**



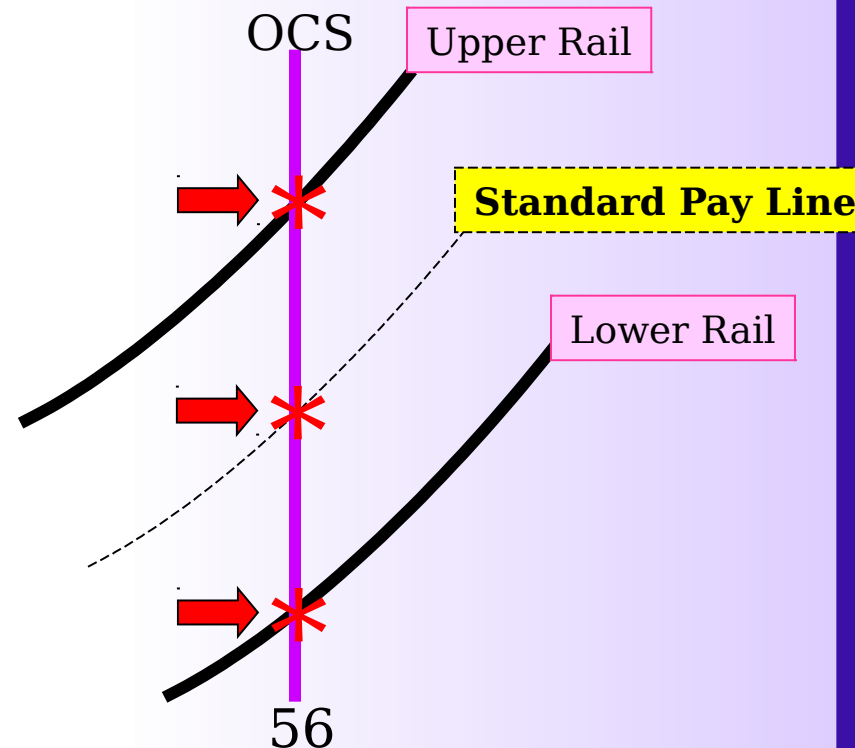
# Target Salary

Base Salary = \$44,836

Expected Level = 56

Pay Pool Panel Approved OCS = 56

OCS	SPL	*0.92 Lower Rail	*1.08 Upper Rail
39	\$31,997	\$29,438	\$34,557
40	\$32,639	\$30,028	\$35,250
41	\$33,293	\$30,629	\$35,956
42	\$33,960	\$31,243	\$36,677
43	\$34,641	\$31,869	\$37,412
44	\$35,335	\$32,508	\$38,162
45	\$36,043	\$33,160	\$38,927
46	\$36,766	\$33,824	\$39,707
47	\$37,503	\$34,502	\$40,503
48	\$38,254	\$35,194	\$41,315
49	\$39,021	\$35,899	\$42,143
50	\$39,803	\$36,619	\$42,987
51	\$40,601	\$37,353	\$43,849
52	\$41,414	\$38,101	\$44,728
53	\$42,245	\$38,865	\$45,624
54	\$43,091	\$39,644	\$46,539
55	\$43,955	\$40,439	\$47,471
56	\$44,836	\$41,249	\$48,423
57	\$45,735	\$42,076	\$49,393



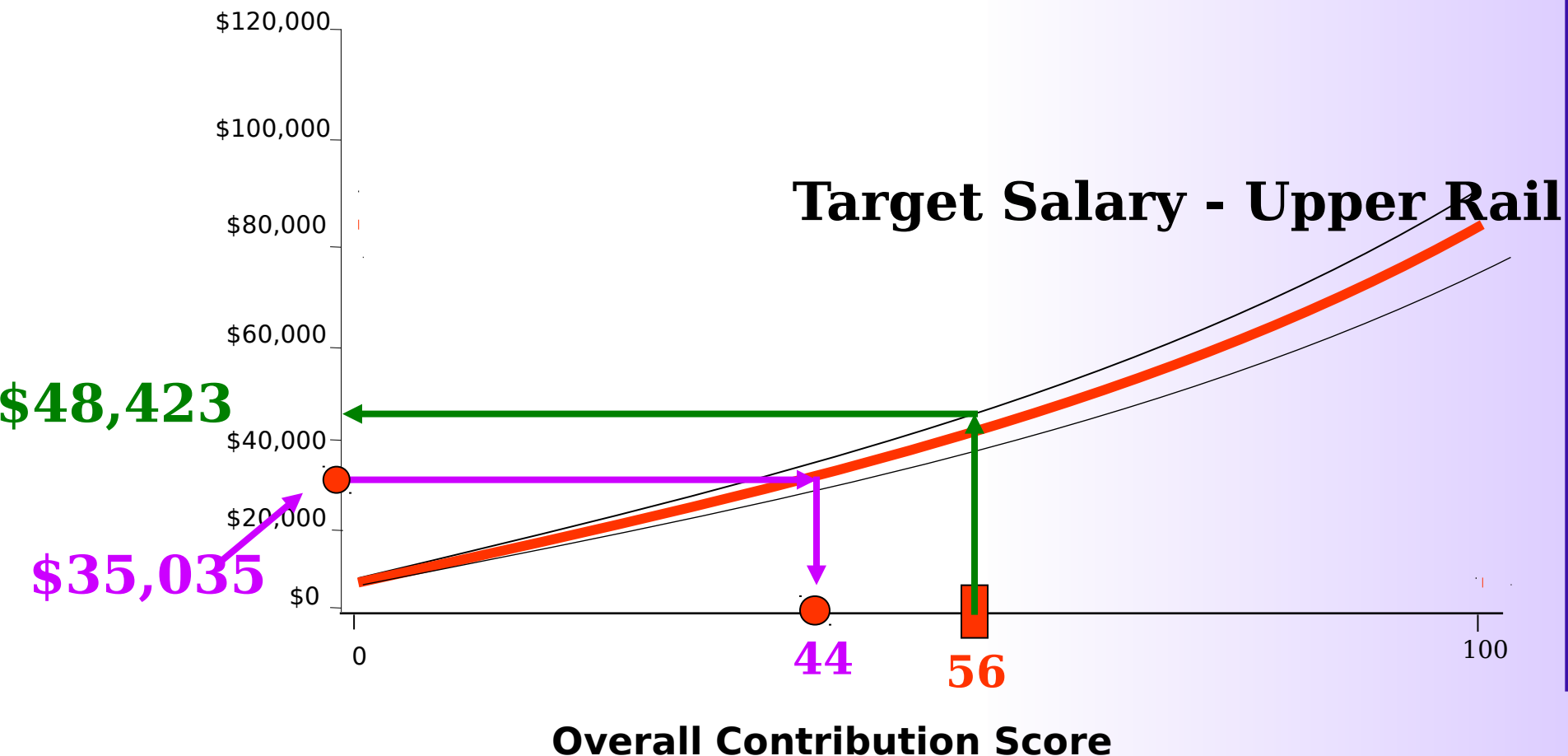
Target Salary:

OCS 56 = SPL \$44,836  
Expected OCS 56 = SPL  
\$44,836  
Delta Salary = \$00

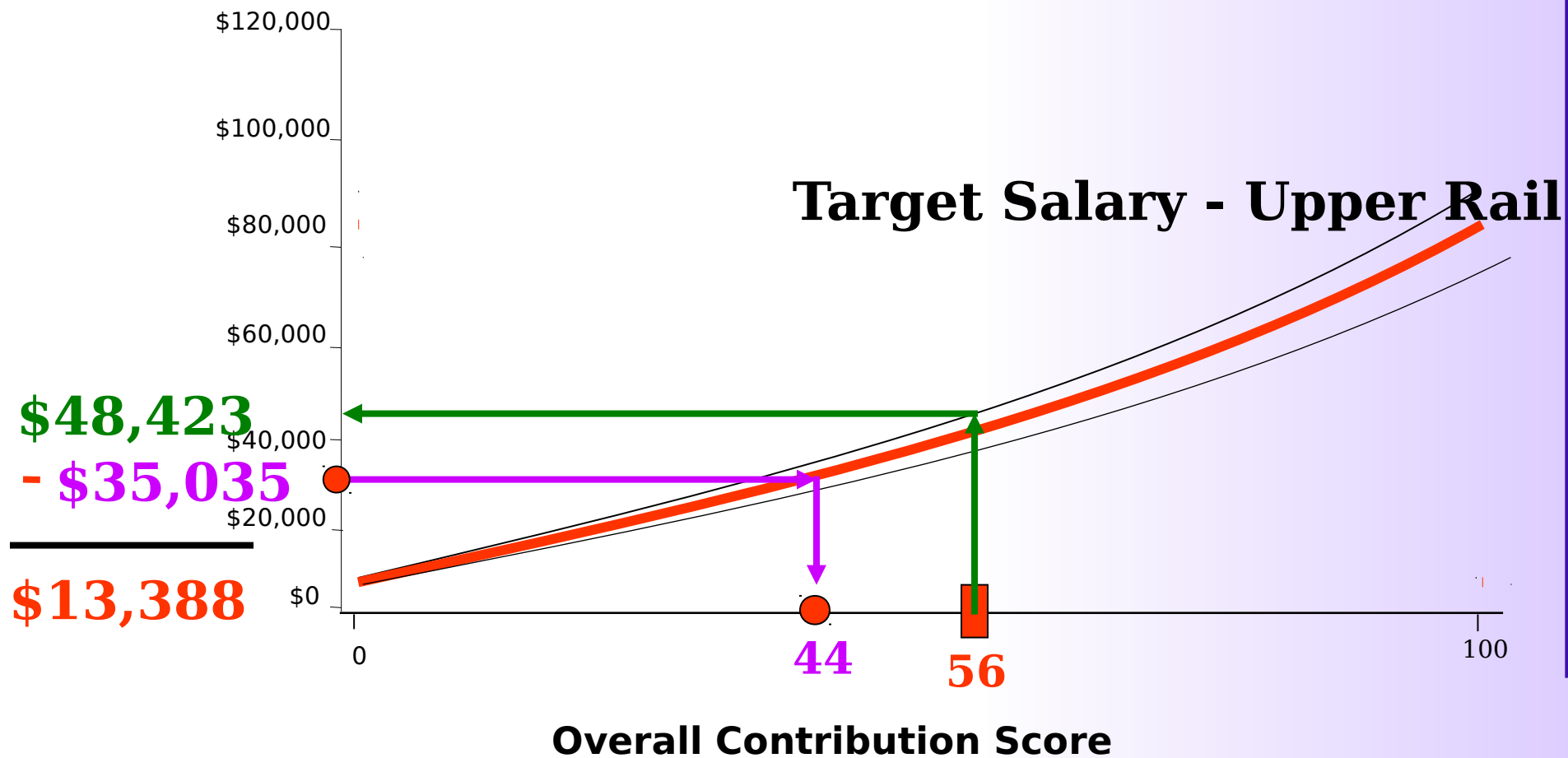
OCS 56 = LR \$41,249  
Expected OCS 56 = SPL  
\$44,836  
Delta Salary = - \$3,587

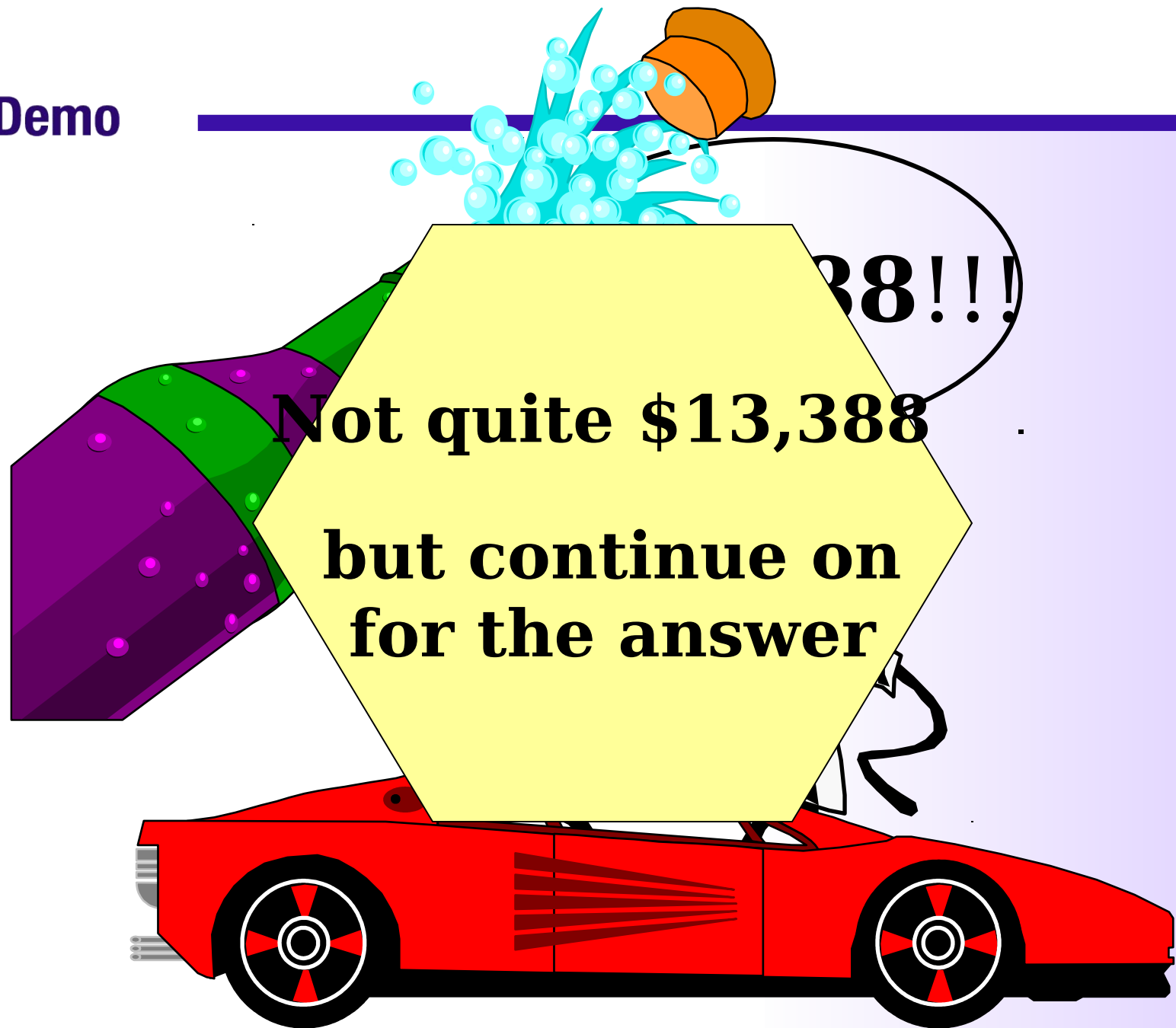
OCS 56 = Upper Rail  
\$48,423  
Expected OCS 56 =  
\$44,836  
Delta Salary = - \$3,587

# OCS Score of 56 Target Salary is \$46,739



# OCS Salary - Base Salary = Delta Salary

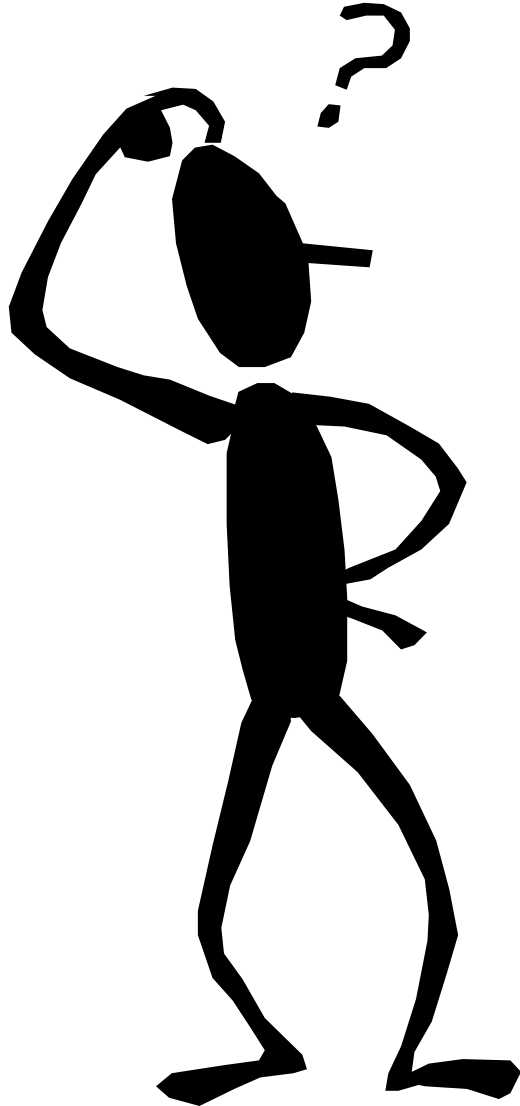




# Five Basic CCAS Concepts

- Eligibility for Compensation
- Normal Pay Range – Rail Position
- Expected Level of Contribution
- CCAS Process
  - Scoring Techniques
  - Delta OCS and Delta Salary
- Compensation from the Pay Pool

# How much of that **\$13,388** do I actually get?



Answer:



Depends on how much money is in the pay pool for Pay Raises (CRI) and Awards (CA).

Well, how much is that?  
Let's find out...



# CCAS Funding Levels

GS/Title 5	AcqDemo - CCAS
- Locality Pay	- Locality Pay
- General Schedule Increase	- General Pay Increase
- Within-Grade Increases (WGI)	- Contribution Rating Increase (CRI) (i.e., base pay increase) -- minimum 2.4% 1st year -- minimum 2.0% subsequent years
- Quality-Step Increases (QSI)	
- Promotions (equivalent to within broadband levels)	
- Promotions (equivalent to higher broadband levels)	- Promotions (higher broadband level)
- Performance Awards	- Contribution Awards -- minimum 1.3% 1st year -- minimum 1.0% subsequent years

# How Much of the Delta Salary Do I Get?

1. *Determine Who is in the Pay Pool as of the End of the Rating Period on **September 30**.*

Name	Career Path	Broadband Level	2002 Maximum Salary for Broadband Level	2002 Base Salary	Expected OCS
Munro, Cora	NH	IV	107357	107357	100
Lund, Ilisa	NH	III	77229	67765	77
Blaine, Rick	NH	IV	107357	87000	89
Poe, Nathaniel	NH	III	77229	74553	82
Martin, Benjamin	NK	III	49324	35035	44
Sayer, Rose	NK	III	49324	39700	50
Parker, Peter	NH	III	77229	49362	61
Wayne, Bruce	NH	III	77229	49917	61
Allnutt, Charles	NJ	III	54135	50135	62
Young, Joe	NJ	IV	77229	74553	82
Total Base Salary				635377	

2. *Add All the Base Salaries for the Pay Pool's Total Base Salary.*

**Total Base Salary = \$635,377**

# How Much of the Delta Salary Do I Get?

3. Calculate pay pool dollars allocated for salary increases (CRI) and awards (CA) using percentages of Total Base Salary.
- Total Base Salary = \$ 635,377**

Salary Increases (CRI) -  
2.4%

Awards (CA) - 1.3% (90% is the min.  
for CA)

Available Pay Pool Dollars				
Total Base Salary * CRI Funding Level = CRI Pool				
\$635,377	*	2.40%	=	\$15,249
Total Base Salary * CA Funding Level = CA Pool				
\$635,377	*	90% of 1.3%	=	\$7,434

# How Much of the Delta Salary Do I Get?

## 4. Enter the Approved OCS Scores and Delta OCS

Name	Career Path	Broadband Level	2002 Maximum Salary for Broadband Level	2002 Base Salary	Expected OCS	OCS Score	Delta OCS
Munro, Cora	NH	IV	107357	107357	100	100	0
Lund, Ilisa	NH	III	77229	67765	77	83	6
Blaine, Rick	NH	IV	107357	87000	89	84	-5
Poe, Nathaniel	NH	III	77229	74553	82	84	2
Martin, Benjamin	NK	III	49324	35035	44	56	12
Sayer, Rose	NK	III	49324	39700	50	46	-4
Parker, Peter	NH	III	77229	49362	61	64	3
Wayne, Bruce	NH	III	77229	49917	61	64	3
Allnutt, Charles	NJ	III	54185	50135	62	65	3
Young, Joe	NJ	IV	77229	74553	82	86	4
Total Base Salary				635377			

$$\text{Delta OCS} = \text{OCS Score} - \text{Expected OCS}$$

# How Much of the Delta Salary Do I Get?

*5. Determine the OCS Salary and Delta Salary and Total Positive Delta Salary.*

Name	2002 Base Salary	Expected OCS	OCS Score	OCS Salary	Delta Salary
Munro, Cora	107357	100	100	115945	8588
Lund, Ilse	67765	77	83	82746	14981
Blaine, Rick	87000	89	84	84404	-2596
Poe, Nathaniel	74553	82	84	84404	9851
Martin, Benjamin	35035	44	56	48423	13388
Sayer, Rose	39700	50	46	39707	7
Parker, Peter	49362	61	64	56754	7392
Wayne, Bruce	49917	61	64	56754	6837
Allnutt, Charles	50135	62	65	57891	7756
Young, Joe	74553	82	86	87821	13268
Total Base Salary	635377	Total Positive Delta Salary			82068

**Current Salary - OCS Salary = Delta Salary**

# How Much of the Delta Salary Do I Get?

7. Calculate Percent of Delta Salary to be given.

Name	2002 Base Salary	Expected OCS	OCS Score	OCS Salary	Delta Salary
Munro, Cora	107357	100	100	115945	8588
Lund, Ilisa	67765	77	83	82746	14981
Blaine, Rick	87000	89	84	84404	-2596
Poe, Nathaniel	74553	82	84	84404	9851
Martin, Benjamin	35035	44	56	48423	13388
Sayer, Rose	39700	50	46	39707	7
Parker, Peter	49362	61	64	56754	7392
Wayne, Bruce	49917	61	64	56754	6837
Allnutt, Charles	50135	62	65	57891	7756
Young, Joe	74553	82	86	87821	13268
Total Base Salary	635377	Total Positive Delta Salary			82068

## Available Dollars for CRI and CA

CRI Pool / Total Positive Delta Salary = % of Delta Salary for CRI

\$ 15,249 / \$82,068 = 18.58%

CA Pool / Total Positive Delta Salary = % of Delta Salary for CA

\$ 7,434 / \$82,068 = 9.1%

# How Much of the Delta Salary Do I Get?

## 8. Calculate Approved CRI and CA Compensation.

### Employee Benjamin Martin

$$\begin{array}{rclcl} \text{Positive Delta Salary} & * & \text{Percent of Delta Salary for CRI} & = & \text{Salary} \\ \$13,388 & * & 18.58\% & = & \$2,488 \end{array}$$

$$\begin{array}{rclcl} \text{Positive Delta Salary} & * & \text{Percent of Delta Salary for CA} & = & \text{Award} \\ \$13,388 & * & 9.1\% & = & \$1,213 \end{array}$$

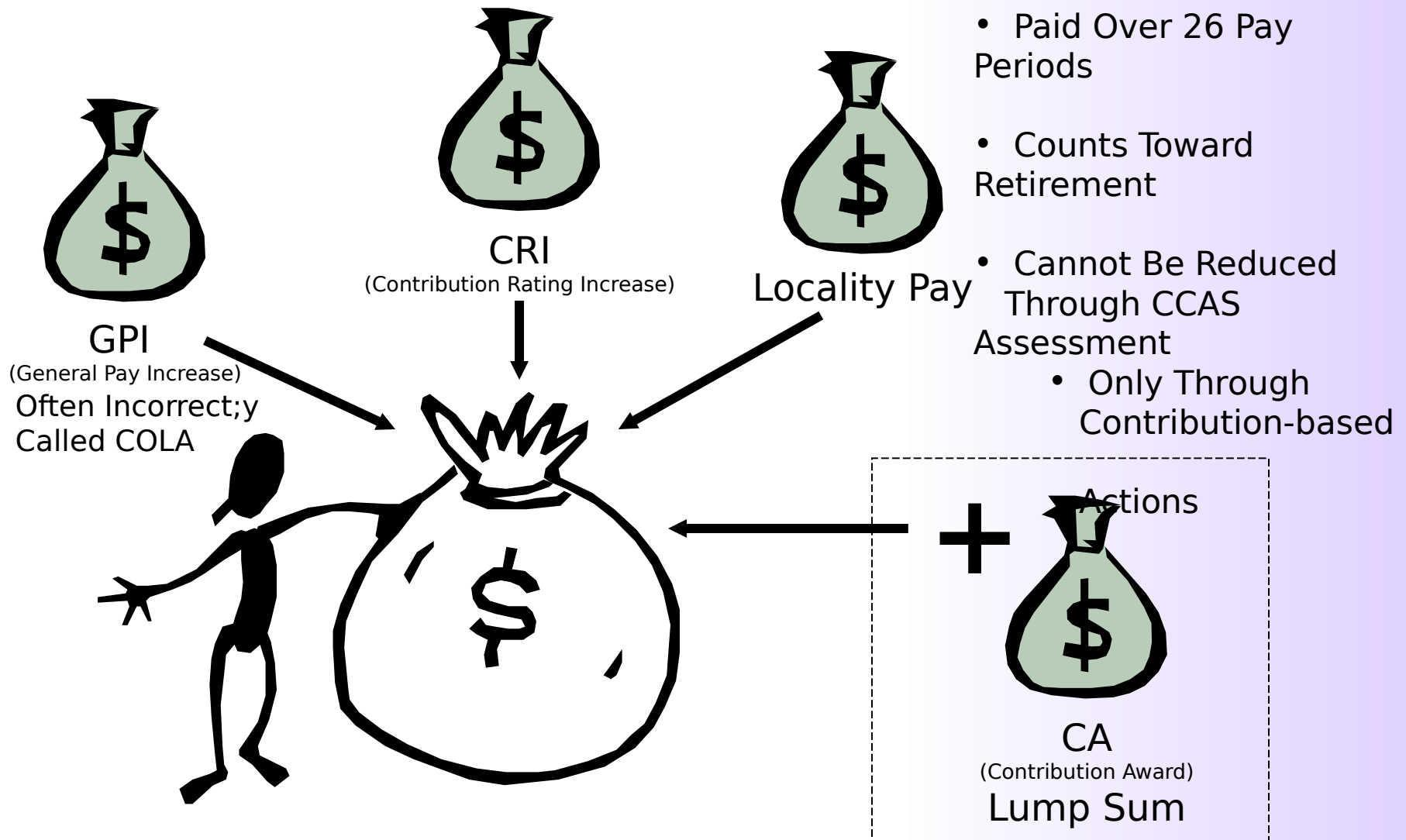
# How Much of the Delta Salary Do I Get?

Name	2002 Base Salary	Expected OCS	OCS Score	OCS Salary	Delta Salary	CRI	CA
Munro, Cora	107357	100	100	115945	8588	1596	778
Lund, Ilisa	67765	77	83	82746	14981	2784	1357
Blaine, Rick	87000	89	84	84404	-2596	0	0
Poe, Nathaniel	74553	82	84	84404	9851	1830	892
Martin, Benjamin	35035	44	56	48423	13388	2488	1213
Sayer, Rose	39700	50	46	39707	7	1	1
Parker, Peter	49362	61	64	56754	7392	1374	670
Wayne, Bruce	49917	61	64	56754	6837	1270	619
Allnutt, Charles	50135	62	65	57891	7756	1441	703
Young, Joe	74553	82	86	87821	13268	2465	1202
Total Base Salary	635377	Total Positive Delta Salary			82068	15249	7434

**Plus General Pay Increase, if eligible, and Locality Pay**



# Annual Pay Adjustment



# Compensation Decisions

- Decisions affect entire pay pool
  - How much money does the pay pool have?
    - CRI %, CA %
  - Reference points for CRI and CA (beta = -1, 0, +1)
  - Rollover (of CRI to CA because of maximum salary for broadband level)
  - Discretionary amounts (CRI, CA)
- Decisions affecting individuals
  - Overrides CRI, CA
  - Discretionary GPI, CRI, CA
- Policy decisions
  - Region A - full GPI, reduce GPI%, deny GPI

# Overrides for CRI and CA

- CRI override examples
  - Employee leaves the AcqDemo after rating cycle ends, but before payout
    - Retirement
    - Moves outside the Federal Government
    - Goes to another Federal/DoD non-AcqDemo organization
  - Promotion considerations
- CA override considerations
  - Employee leaves the AcqDemo after rating cycle ends, but before payout
    - Will the employee ever actually receive the CA?
  - Pay Pool has established an alternative distribution method for contribution awards
    - Must be linked to employee contribution

# Discretionary Distribution of CRI, CA, and GPI

- Appropriate use of discretionary CRI
  - Spreadsheet calculations fail to address unique considerations
    - Employees in targeted positions
    - Employees reassigned mid-year, within a broadband, to a position of greater responsibility (without a pay increase)
    - Other special situations

# Discretionary Distribution of CRI, CA, and GPI

- Appropriate use of discretionary CA
  - Spreadsheet calculations fail to address unique considerations
    - Unique one-time contributions
    - Pay pool has overridden default CRI for retiring employee and chooses to add CRI amount to award
  - Pay pool has established an alternative method for contribution awards
    - Must be linked to employee contribution

## Additional Considerations

- Validate compensation decisions
  - GPI
  - CRI
  - CA
  - Rollover
  - Override
  - Discretionary
- Ensure all available funds are distributed
  - Track 10% award (10% of the 1.3% award pool) for on-the-spot, special act awards throughout the year

**Inadequate Contribution  
Contribution-based Action  
Contribution Improvement Plan**

# Inadequate Contribution

- Inadequate contribution in any one factor at any time during the appraisal period is considered grounds for initiation of reduction-in-pay or removal action (reassignment or removal from Federal service).
- However, written notification is mandatory to include a Contribution Improvement Plan.
- 5 U.S.C. 4303(e) provides the statutory authority for appeals of contribution-based actions.



# Inadequate Contribution

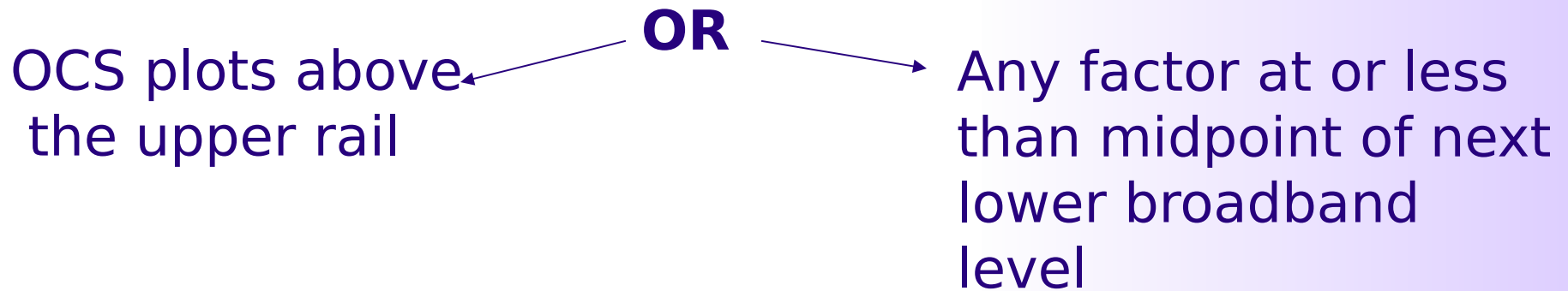
CCAS Goal: Proper pay for contribution to mission

**Inadequate contribution** is grounds for initiating contribution-based actions

- May result in:
  - Reassignment
  - Reduction in pay
  - Removal from Federal Service
- May be identified *at any time* during the appraisal period

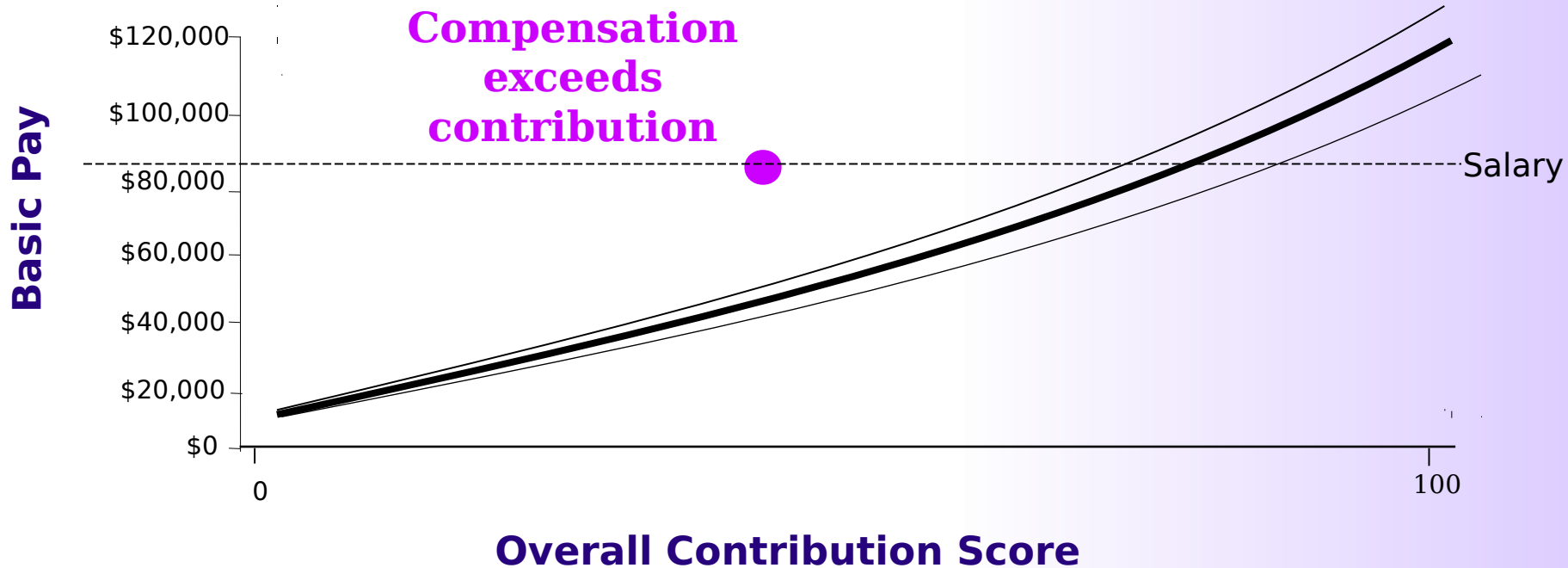
# Inadequate Contribution

If identified at end of cycle, that...



# Inadequate Contribution

**OCS** plots above the upper rail of the NPR



# Inadequate Contribution

**Compensation exceeds  
contribution**

Take formal action?

Yes

No

Inform employee in writing-  
include a **Contribution  
Improvement Plan (CIP)**

Document  
decision in a  
memo for record

# Inadequate Contribution

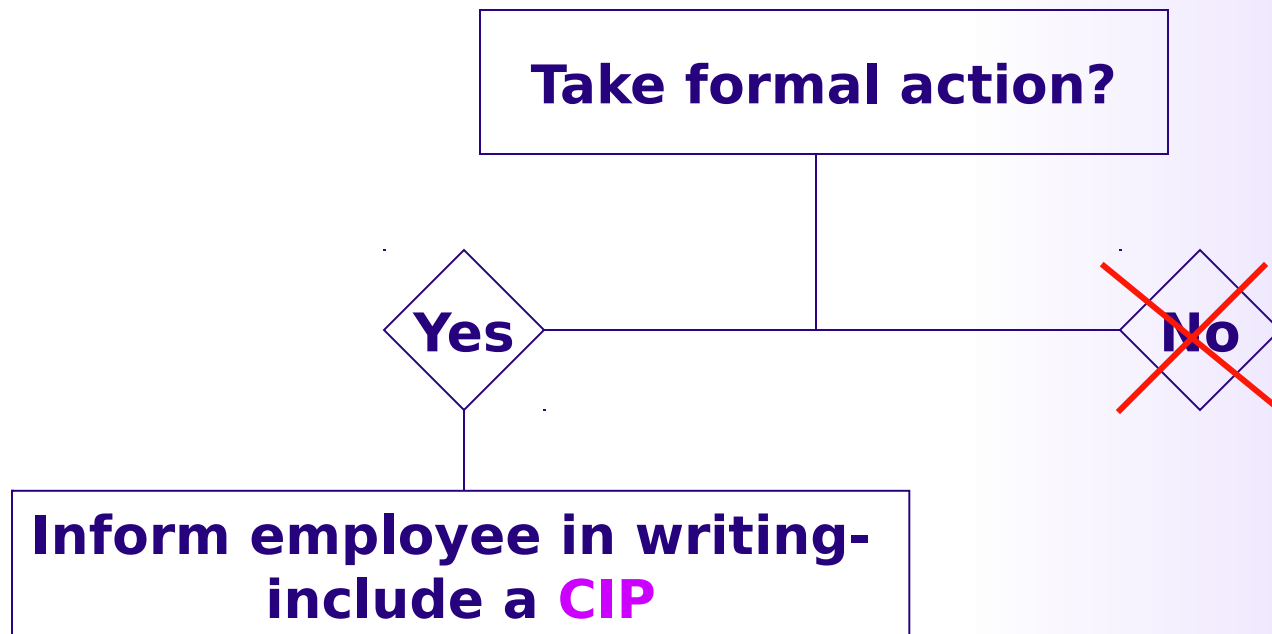
Any factor score is **at or less than** numerical midpoint of next lower level

			FACTORS					
			Problem Solving	Teamwork/ Cooperation	Customer Relations	Leadership/ Supervision	Commun.	Resource Mgt
Expected Level →	Level	IV	Very High					
			High		X	X		
			Med				X	X
			Low					
		III	High	X				
			Med					
			Low		X			
		II	High					
			M-H					
			Med					
			M-L					
			Low					
		I	High					
			Med					
			Low					

NH-IV Employee

# Inadequate Contribution

Contribution  $\leq$  midpoint of next lower broadband



# Contribution Improvement Plan

CIP must contain:

*Specific* areas in which employee is inadequately contributing, and required improvements

- Standards for adequate contribution
- Actions required by employee
- Time frame for contribution improvements
- Assistance from Service or agency
- Consequences of failure to improve

## Contribution-based Actions

- Failing to improve may result in:
  - Reassignment
  - Reduction in pay
  - Removal from Federal Service
- Coordinate with servicing CPAC is critical

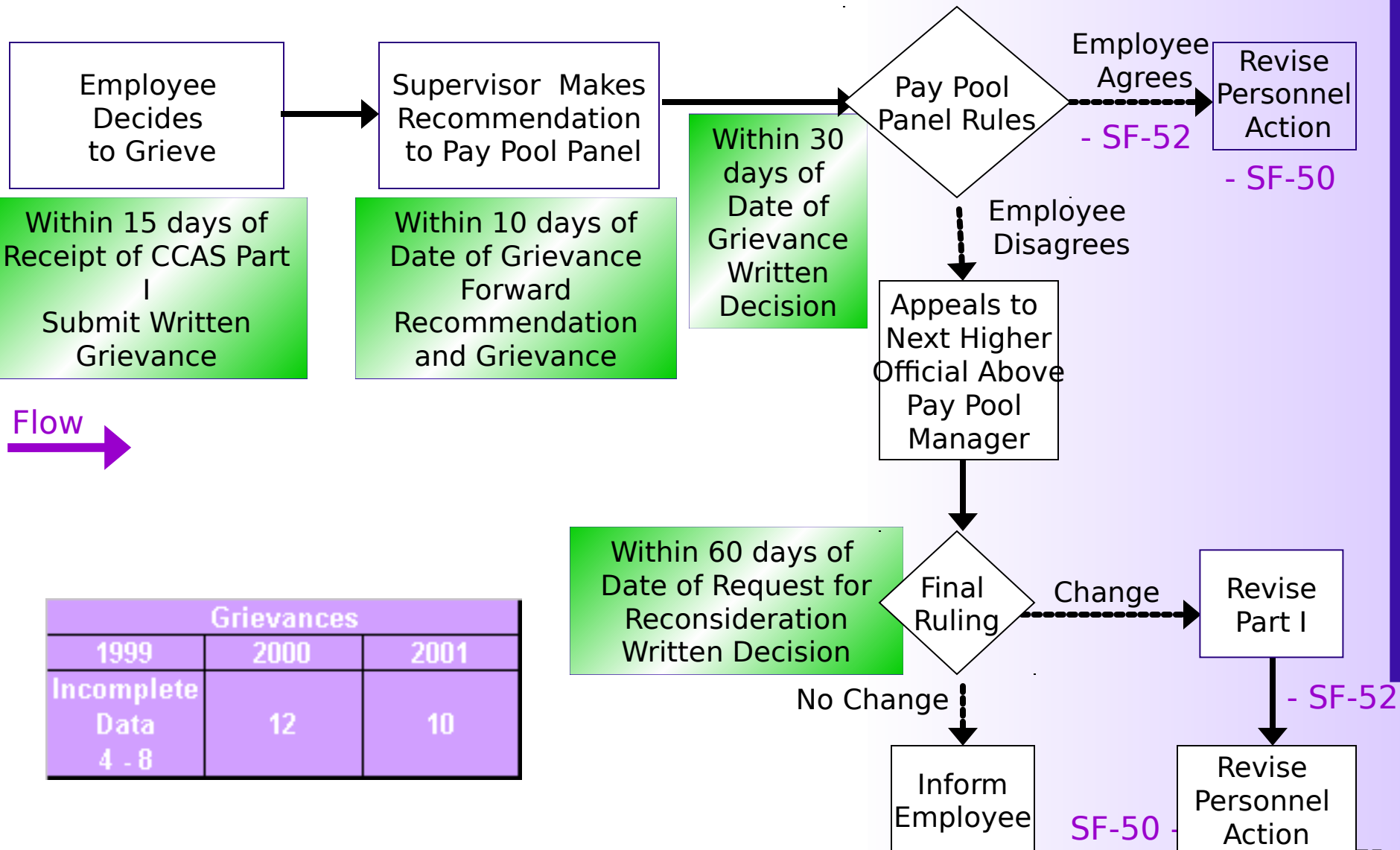


# **Grievance Policy and Procedures**

# CCAS Grievance Process

- Employee may grieve:
  - OCS
  - General Pay Increase
  - CRI
  - CA
- Bargaining Unit employees follow negotiated agreement, if any; if not
- Non-Bargaining Unit employees follow established administrative procedures, with supplemental instructions.

# Grievance Process Administrative Procedures



# Summary

- Broadbanding
- CCAS
  - Eligibility for Compensation
  - Normal Pay Range – Rail Position
  - Expected Level of Contribution
  - Determining Scores
  - Supervisor Responsibilities
  - Pay Pool Panel Manager Responsibilities
  - Delta OCS and Delta Salary
  - Compensation from the Pay Pool
  - Compensation Decisions
    - Discretionary Set-Asides
    - Override
- Contribution-based Action and Grievance Process

# Questions?

# Comments?

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Jael Latham 703-805-5496 or [jael.latham@us.army.mil](mailto:jael.latham@us.army.mil)